

# LIBRARY

2017-2018



Universidad  
de Navarra

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# *Knowledge at your fingertips*

## *An entire service at your disposal*

The Library of the University of Navarra places at the disposal of its users a collection of over one million volumes and a considerable number of electronic resources, with ample opening hours and installations endowed with adequate infrastructures for research and study.

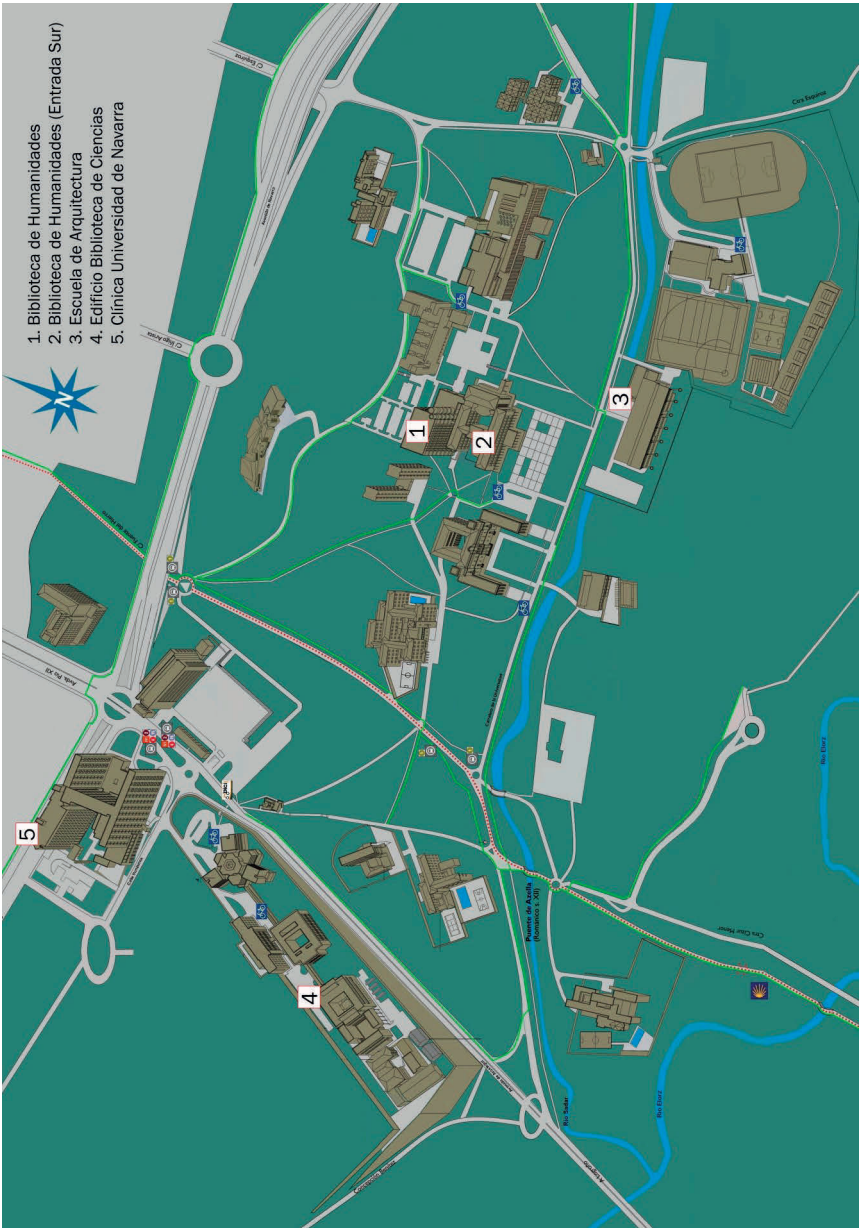
These pages offer information of interest to users. More detailed information may be obtained by consulting the Library's Webpage: [www.unav.edu/library](http://www.unav.edu/library)

On behalf of all who work in the Library of the University of Navarra, I wish to cordially greet those reading these pages, and to thank you in advance for any suggestions you may make to help us to continue to improve the services we offer.

**Víctor Sanz Santacruz**  
**Director of Library Services**



# 1. CAMPUS LIBRARIES



## 1.1. MAIN LIBRARY



### RESEARCH ROOM

Floors 1 - 5.

Monday – Saturday: 8 am – 9 pm.

Sunday: 10 am – 2 pm.

440.000 titles | 665 work spaces.



### NEWSPAPER / MEDIA ROOM

Ground floor.

Monday – Friday: 8 am – 9 pm.

Newspapers, documentaries and music.



### STUDY ROOM

Floor – 1.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.



### GROUP WORK ROOMS

Ground floor.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.



### REFERENCE ROOM

Ground floor.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.

Dictionaries, encyclopedias, etc.



### SPECIAL COLLECTIONS ROOM

Fourth floor (Seminar 4D).

Monday – Friday: 8 am – 3 pm.

Materials dated before 1835 and rare books.



## 1.2. MAIN LIBRARY (SOUTH ENTRANCE - UNDERGRADUATE ROOM)



Ground floor.

Monday – Saturday: 8 am – 9 pm. Sunday: 10 am – 2 pm.

This room is principally for undergraduates. It contains the recommended bibliography for all courses, as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

There are 491 study spaces, PCs, scanners, printers-photocopiers and self-service book lending station.

## 1.3. ARCHITECTURE LIBRARY

Ground floor.

Monday – Friday: 8:30 am – 8 pm.

Saturday: 10 am – 2 pm.

It holds more than 12,000 volumes including books and specialized journals. There are 45 work spaces for consulting and studying, PCs, scanners and a self-service book lending station.



## 1.4. SCIENCE LIBRARY



First floor of the Science Library Building.

Monday – Saturday: 8 am – 9 pm. Sunday: 10 am – 2 pm.

It contains the basic bibliography for all academic courses as well as specialized research material for Experimental and Health Science, as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

There are 504 study spaces, PCs, printers-photocopiers, scanner, self-service book lending station and lockers.

The following rooms are located within this library building:

- **Group Work Rooms:** There are 13 rooms which can be used for meeting or group work projects. These rooms should be booked online in advance.
- **Research Room:** This room is designed for postgraduates and researchers. It has a capacity of 32 work spaces.
- **Computer Room:** There are 32 PCs for individual work or for practical training classes and seminars.

## 1.5. CLÍNICA UNIVERSIDAD DE NAVARRA LIBRARY

Eighth floor.

Monday – Friday: 9 am – 7 pm.

It has specialized material for medical personnel. The collection includes the books and journals available at the Science Library and numerous online resources.



## 2. SERVICES

### 2.1. SEARCH AND INFORMATION ACCESS

#### UNIKA

Unika is a search engine that allows users to jointly consult electronically formatted and printed documents found in the principal library information resources (CATALOG, SABIO and DADUN), together with other resources (databases, repositories, etc.). It is the “Google” of the library world.

#### CATALOG

Our entire collection of books and periodicals is kept here, in different formats. Access is available by selecting the tag labeled “Books and more” located on the Library Webpage. Users may consult the existence of materials responding to their search, as well as availability (print or full text) and location. Requests may be made and available material may be reserved.

#### SABIO

Sabio is the access portal to the Library Services electronic resources. It provides access to the full texts of journals and databases available in electronic versions. It also offers the possibility to search the Library Catalog to check if the printed version is available and to request the item via interlibrary loan.

#### DADUN

Dadun is an open access institutional repository that collects, preserves and disseminates papers reflecting academic and scientific activity carried out at the University of Navarra. It contains documents, academic talks, doctoral theses, rare books, teaching materials, and journals published by the University, etc.



The screenshot shows the UNIKA search engine interface. At the top, there is a navigation bar with links: UNIKA (with a checkmark icon), LIBROS Y MÁS >, REVISTAS >, BASES DE DATOS >, and DADUN >. Below this is a search area with a text input field containing "artículos de revista, libros y más", a "BUSCAR" button, and a "Limita por tema:" dropdown menu set to "Multidisciplinar". Underneath the search area are three radio buttons for search criteria: "Palabra clave" (selected), "Título", and "Autor". To the right of these is a checkbox labeled "Sólo Catálogo de la Biblioteca". At the bottom of the search area, there is a link: "Unika | Unika (usuarios no unav) | Información sobre Unika".

Search engine on the Library Services website.



## 2.2. LOANS

Loans are personal and require the presentation of a valid library card. This is done either at the checkout counters in each Library or at the self-service loan stations.

Through “My Library Account”, on the Library Services website, users can check their present situation regarding book loans or books on reserve and also renew items.



Self-service book lending station.

### LOANS FOR IN-ROOM USE

In the Main Library (floors 1-5), the books that are taken to the tables must be previously registered at self-service loan stations.

### INTERSITE LOANS

This service offers the possibility for books (except basic bibliography and PLC/ENG) and scanned journal articles to be sent from one on-campus library to another (Main library, Science library and Clínica Universidad de Navarra Library). This service is available to lecturers/professors, researchers, postgraduates and general staff members. The request is made through the Library catalog. Items can be picked up from the appropriate issue desk, upon receiving prior email notification.

### INTERLIBRARY LOAN

This service is for members of the university who require documents from other off-campus libraries and for external centers or institutions that require documents from the University of Navarra Library. Document receipt is by post or e-mail or delivery service, mostly PDF format.

## BORROWING BOOKS FOR HOME USE

Library users have the right to borrow a certain number of books

TYPE OF USER	LOAN ENTITLEMENTS	TYPE OF ITEMS	LOAN PERIODS (DAYS)	RENEWALS
- Undergraduates Up to 3rd year	11	8 books	10	5
			30 (PLC/ENG)	None
		3 audiovisuals	7	1
- Undergraduates From 4th year	18	15 books	20	5
			10 (basic bibliography)	5
			30 (PLC/ENG)	None
		3 audiovisuals	7	1
- Postgraduates - Schools of Ecclesiastical faculty students - Lecturers/ Professors - Researchers - Other Personnel	48	40 books	60	3
			10 (basic bibliography)	3
		3 audiovisuals	7	1
		5 reference items (auto-loan; for in-room use only)	7	None
- Alumni members (already graduated) - Users with agreements	23	15 books	7	3
			10 (basic bibliography)	3
		3 audiovisuals	7	1
		5 reference items (for in-room use only)	7	None
- Temporary users (visitors)	20	15 books (for in-room use only)	7	3
		5 reference items (auto-loan)	7	None

## 2.3. INFORMATION AND CUSTOMER SERVICES

### SUBJECT LIBRARIANS

These librarians act as liaisons between the different departments and the Library for issues regarding training, acquisition of literary works, support and reference for bibliographic assessment.



List of subject librarians

### USER TRAINING

The Library organizes information training sessions in both official and unofficial programs to lecturers/professors and students. It also offers sessions for individual or group training regarding a specific subject or library services on demand.

As a follow-up to these sessions, users can consult educational material developed by the Library (guides, etc.) through YouTube or Slideshare tools.

### TOPICS OR RESOURCES BY SUBJECT AREA

The Library webpage offers a selection of more than 100 subject area resources, with the most frequently used reference materials for different areas of study.

### BIBLIOMETRICS UNIT

Bibliometrics Unit is responsible for managing científicacvn (the University of Navarra's scientific and academic information system). It also does research analysis, determines the prospects of research, and advises professors and researchers on accreditation processes and applications for assessment of six-year research periods.

Bibliometrics Unit also provides training on topics such as científicacvn, bibliometric indicators, assessing the quality of publications and career guidance in research.



## ACCESIBLE LIBRARY

Library Services works with the Unit for Assistance to People with Special Needs (UAPD) to help people with motor or sensory impairments by providing them with the following special services:

- Access to documents: location and delivery of documents, extended loans, interlibrary loans.
- Training and support: specialized librarian and digitalization.
- Adapted study stations in each Library and specific equipment for people with visual, hearing and motor disabilities. Availability of specific software: Jaws, OpenBook, MICE, CmapTools, Mindono and Hangouts.

## THE LIBRARY IN THE SOCIAL NETWORKS



Updated information about recent Library acquisitions, training sessions, exhibitions, etc. *"BibBlog: La Biblioteca informa"*  
<http://bibliotecaun.wordpress.com>

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Reading blog: *"Leyendo se entiende la gente"*  
<http://leseg.wordpress.com>

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Updated information about open access: *"Investigación científica en abierto"*  
<http://unavdadun.wordpress.com>

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Video and tutorials about Library services and tools  
<http://www.youtube.com/user/bibliotecaunav>

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The Library in pictures  
<http://www.flickr.com/photos/unavbiblioteca>

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@unavbiblioteca  
<https://twitter.com/unavbiblioteca>

## 2.4. OTHER SERVICES

### DOCUMENT COPYING AND PRINTING



The Library has self-service equipment for the reproduction of documents by means of photocopiers, printers, scanner or digitalization.

The user must always follow the current law regarding intellectual property (Real Decreto Legislativo 1/1996, Ley 23/2006 y Ley 21/2014).

LIBRARIES	PHOTOCOPIER PRINTERS*	SCANNERS**
Architecture	-	Library
Clínica Universidad de Navarra	Computer Room	Computer Room
Main	2nd, 3rd and 4th floors Floor -1	Ground floor 1st, 2nd, 3rd and 4th floors Newspaper / Media Room
Main (South Entrance)	Library Room Undergraduate Room	Library lobby
Science	Library lobby Ground floor	Periodicals Area Library lobby

\* The cards that are needed for using the aforementioned equipment can be acquired from the print shops located on the campus or from vending machines. (Science Library lobby, Main—South Entrance Library lobby, and Main Library 3rd floor).

\*\* Some scanners can be booked by filling out an online form.



## MOBILE PHONE VERSION



## REFERENCE MANAGEMENT TOOLS

The program Mendeley is available to help students and researchers collate and manage citations and references.



## WIFI

The library has a Wi-Fi eduroam mobility service. You can ask for the configuration manuals in each information desks.



## EXHIBITIONS

Library Services presents a number of exhibitions each year in the entrance hallway of the Main Library, in which we show our special collections. Online versions of these exhibitions are produced at the same time. There are 35 such virtual exhibitions currently available.



Special Collections exhibition in the entrance hall of the Main Library.

### 3. FIGURES AND DATA (2016)

Volumes	1,356,176
Books before 1800	29,578
Incunabula	85
Periodicals	20,156
Subscription E-Journals	95,775
E-books	460,912
Databases available for access	238
Library open days during the year	333
Individual study spaces	3,123
Interlibrary loan requests (documents received and sent)	13,125
Volumes loaned	113,359
Attendance at training courses	4,781
Investment in acquisitions	2,984,917 €
Downloaded documents	7,382,633
Searches on online resources	5,282,047
Number of documents in Dadun	33,301

The figures shown are the totals including the libraries of the campuses of San Sebastián, Barcelona and Madrid.



LIBRARY SERVICES - Universidad de Navarra.  
Campus Universitario 31009 Pamplona (España)  
[biblioteca@unav.es](mailto:biblioteca@unav.es)  
[www.unav.edu/library/](http://www.unav.edu/library/)  
Tfno. 948 425 600 ext. 802065

